

CHANGE ANNOUNCEMENT

EMPLOYMENT AND JOB PLANNING DISCUSSION GUIDES Effective October 2, 2006

CHANGES

The Employment Discussion and Job Planning Discussion Guides have been revised and reformatted.

The Discussion Guides have been reformatted, placed back-to-back, and laminated for convenience and prolonged staff use.

A purpose statement has been added to both Discussion Guides to more clearly define the goals and objectives of the Employment and Job Planning Discussions.

The current version of the Job Planning Discussion Guide has been revised. The revision was necessary to more clearly explain that the Job Planning Discussion may involve one discussion or several discussions over an extended period of time. Additionally, the difference in goals and expectations for the initial Job Planning Discussion when a consumer has a job goal and when they do not has been outlined.

VRIS UPDATE

The Employment and Job Planning Discussion Guides have been placed on VRIS in the Printed and Marketing Materials under the Case Service Forms and Worksheets.

FORMS REVISED

The previous Job Planning Discussion Guide has been replaced with this current version dated October 2006.

MONITORING REQUIREMENTS

Office Directors and Program Directors will monitor the use of the Guides through observation of staff conducting Employment and Job Planning Discussions

TEAM COMMUNICATION

Office Directors should review the Employment and Job Planning Discussion Guides with all staff at their Team Meeting to assure understanding and utilization of the Guides.

LEADERSHIP CONTACT

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